

U.S. Department of Housing and Urban Development

Special Attention of: Transmittal Handbook No.: 1900.18 REV-1

Issued: September 11, 1986

1. This Transmits

Handbook 1900.18 REV-1., Requisitioning Procedures for Grants and Cooperative Agreements - HUD Processing

2. Explanation of Material Transmitted:

This Handbook was originally issued in July of 1972 to provide instructions for using the HUD-259, Requisition for Grant Payment. The HUD-259 was an adaptation of the Standard Form

270, Request

for Advance or Reimbursement, which was prescribed by Office of Management and Budget Circular A-102, Uniform Requirements for Assistance to State and Local Governments and Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations. This handbook is being revised to make the Standard Form 270 the only form used by recipients, not qualifying for letter of credit funding or direct disbursement electronic funds transfer, to obtain funds from HUD grant programs or cooperative agreements. An item to be used by HUD program staff to approve requisitions, has been added to the space on the Standard Form 270 designated for agency use. In addition an item for accounting use has also been added to the space designated for agency use. A supply of the Standard Form 270 is being printed and distributed to your office. Please furnish a supply of this form to applicable recipients of HUD funds.

3. Action:

This handbook is to provide guidance to HUD personnel having responsibility for implementing, reviewing and approving the Standard Form 270, Request for Advance or Reimbursement, as well as processing instructions to accounting office personnel. The effective date of this handbook is October 1, 1986.

4. Filing Instructions:

Remove:

Handbook 1900.18 dated 7/72

Insert:

Handbook 1900.18 REV-1
dated 9/86

Departmental

Staff

September 1986

Requisitioning
Procedures
for Grants and
Cooperative
Agreements-HUD
Processing